



# Policy # 2019-01

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**Policy Name:** Volunteer Policy

**Policy Statement:**

*The Village wishes to recognize the essential role that volunteers play in building a healthy and vibrant community and in ensuring that the Village will be a community of choice for present and future generations.*

**Policy Purpose:**

*The purpose of this policy is to provide guidance to ensure a safe, meaningful, and productive volunteer experience with the Village.*

**Definitions**

*The Village* – The Village of Hill Spring

*Volunteer* - anyone who offers time, energy and skills of his or her own free will for the mutual benefit of the volunteer and the Village. Volunteers work without financial compensation, or the expectation of financial compensation, apart from the reimbursement of expenses.

*Volunteer Organization* – any organization designated by the Village as a Volunteer Organization and authorized by the Village to operate municipally-owned facilities or equipment and related programs on behalf of the Village using Volunteers.

*Volunteering* – activities carried out by Volunteers of their own free will for the mutual benefit of the volunteer and the Village without financial compensation, or the expectation of financial compensation, apart from the reimbursement of expenses.

**Procedure:**

Policy

1. In consideration of the mutual benefit of Volunteering, all Volunteers and the Village will agree to follow the terms of this Policy as a continuing condition of that Volunteer's Volunteering.

Recruitment

2. All Volunteers must be at least 14 years old. Any Volunteer under the age 18 will require a parent to sign the Assumption of Risk and Waiver along with the Volunteer.



3. The Village will not accept anyone as a Volunteer for the purpose of that person completing court-mandated community service.
4. The Village will not accept or use any Volunteer for the purpose of displacing a Village employee from a paid position.
5. If required to operate a vehicle while Volunteering, the Village may require a driver's abstract, in which case:
  - a. the Volunteer shall, upon request, provide the Village with a copy of his or her driver's license and name and driver's abstract; and
  - b. The Village will pay for the cost of the driver's abstract.
6. If a Volunteer Organization requests, the Village will draft a brief recruitment message that includes the Volunteer position, duties, and duration of commitment where applicable.

#### Volunteer Responsibilities

7. While Volunteering, Volunteers act as representatives of the Village and shall agree to observe the following responsibilities:
  - a. to act responsibly, and with honesty, integrity, and respect for others;
  - b. to follow the specific directions of their assigned supervisor or other employee of the Village;
  - c. to follow the Village's health and safety policies, procedures and any other policies of the Village which are applicable;
  - d. to immediately report any health and safety incidents to the Village or Volunteer Organization;
  - e. to safeguard all confidential and proprietary information that is received in the course of Volunteering and ensure it is not communicated or disclosed to any third parties, including by social media, without the express consent of the Village or as required by law; and
  - f. at the request of the Village or upon ceasing to be a Volunteer, to return all property that is in the Volunteer's possession that belongs to the Village.



8. If a Volunteer does not observe any of the responsibilities above or the conditions of this Policy, the Village may immediately end its relationship with the Volunteer without notice and he or she shall cease any further Volunteering with the Village.

#### Village Responsibilities

9. The Village will provide appropriate mechanisms to support Volunteers and commits to providing a safe and supportive environment for Volunteers.
10. The Village will work with the community and Volunteer Organizations in order to strengthen, recognize, and support Volunteering in the Village.
11. The Village will actively seek Volunteer input on programs and consider and address any concerns of Volunteer Organizations.
12. The Village may recognize the contributions of Volunteers from time to time, based on the length of time they have been involved, and the significance of their contribution.

#### Training

13. The Village or Volunteer Organization will provide training and supervision to ensure Volunteers understand their roles, responsibilities, and limitations and are able to undertake them in an appropriate and safe manner.
14. Volunteers will receive an orientation and training which is specific to their Volunteer role, which may include health and safety or equipment related training programs at a cost to the Village or the Volunteer Organization.
15. Volunteers shall be assigned a supervisor whom the Volunteer will report to.

#### Insurance

16. All Volunteers working within the parameters of his or her position or duties, past or present, are insured through the General Liability Insurance Policy with respect to duties performed on behalf of the municipality or volunteer organization.
17. All Volunteers must complete the attached Assumption of Risk and Waiver form prior to commencing any Volunteering.

*Date approved: May 21, 2019*





**Assumption of Risk and Waiver:**

In consideration of being a volunteer for the Village of Hill Spring, the undersigned acknowledges, appreciates and agrees that:

I hereby freely accept all of the risks (known and unknown), however caused, associated with providing volunteer services, whether the risks result in personal injury, property damage, death or some other harm to me.

I willingly agree to comply with the stated and customary terms and conditions for offering volunteer services. If however, I observe any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the supervisor immediately.

I acknowledge that I have inquired about the nature of any activity or services that I am not completely familiar with and I have been informed of any inherent risks.

As a volunteer for the Village of Hill Spring, I (for myself and on behalf of my heirs, next of kin and personal representatives) agree to release and waive all claims that I have or may have in the future against the Village of Hill Spring, its officials and employees, for any injury, property damage, financial loss, or any other loss that may result directly or indirectly from my participation as a volunteer, no matter how this loss is caused (including negligence on the part of the Village of Hill Spring).

I HAVE READ THE ABOVE ASSUMPTION OF RISK AND WAIVER WHICH CONTAINS A RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Signature of Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Volunteer (print) \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Witness (print): \_\_\_\_\_

If under the age of 18 at the time of registration:

This is to certify that I, as a parent or guardian with legal responsibility for this volunteer, do consent and agree to his or her release as provided above in this Assumption of Risk and Wavier, and for myself, my heirs, assigns, and next of kin, I release and agree to indemnify the Village of Hills Springs, its officials and employees, from any and all liabilities incident to my minor child's involvement.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Volunteer (print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Witness: \_\_\_\_\_